



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SENIOR STAFF ANALYST

PN #110119

HOUSTON POLICE

BUDGET AND FINANCE

N/A

1200 TRAVIS*

MONDAY – FRIDAY, 9:00 A.M. – 5:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Investigates and makes recommendations for addressing issues of medium to high complexity and/or sensitivity to the Deputy Director of Budget and Finance and the Chief of Police. Assigned management responsibilities on a limited basis for certain functions, units or programs. May also function as a lead. Compiles data, produces information and interprets results through conclusion or recommendation formulation. Develops reports, special documents or publications as assigned. Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of medium to high complexity. Represents supervisor at meetings and functions to gather information and to articulate supervisor’s opinions and recommendations.

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WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions. Position is considered “essential personnel in emergency situations.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

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MINIMUM EXPERIENCE REQUIREMENTS

Five years of professional administrative, financial or analytical experience related to the type of work being performed are required.

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MINIMUM LICENSE REQUIREMENTS

None.

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PREFERENCES

Masters in Business Administration or Public Administration preferred. Experience in performing complex analytical analysis of financial and operational aspects of a law enforcement agency. Experience in establishing, monitoring and administering goals and objectives related to budgets. Working knowledge of Microsoft office products.

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SELECTION/SKILLS TESTS REQUIRED

Past management and supervisory experience desired.

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SAFETY IMPACT POSITION

Yes X No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 28

\$1,777.00 - \$2,592.00 Biweekly \$46,202.00 - \$67,392.00 Annually

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OPENING DATE

April 26, 2006

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CLOSING DATE

Open Until Filled

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer